



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

March 25, 2020

Justin Hays, Chairman of the Board
Gallatin Child Care Center
445 Hull Circle
Gallatin, Tennessee 37066-2367

Dear Mr. Hays,

The Department of Human Services (DHS) - Division of Audit Services staff conducted an unannounced on-site monitoring review of the Child and Adult Care Food Program (CACFP) at Gallatin Child Care Center (Sponsor), Application Agreement number 00-284, on February 18, 2020. Additional information was requested and provided on February 19, 2020. The purpose of this review was to determine if the Sponsor complied with the *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreement, and applicable Federal and State regulations.

Background

CACFP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The CACFP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) for reimbursement.

We inspected meal counts sheets for our test period and reconciled the meals claimed to the meals reported as served for each meal service. We also assessed compliance with civil rights requirements. In addition, we observed a lunch meal service on December 20, 2019.

Our review of the Sponsor's records for December 2019 revealed no significant deficiencies.

Note: Our observation of the lunch meal service on December 20, 2019, revealed no significant deficiencies

Technical Assistance Provided

During our monitoring visit on February 18, 202, the Sponsor requested and was provided technical assistance regarding grain-based desserts and the USDA food buying guide.

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or Sean.Baker@tn.gov.

Sincerely,

Sam O. Alzoubi

Sam O. Alzoubi, CFE
Director of Audit Services

Exhibit/Exhibits

cc: Glenda Abel, Director, Gallatin Child Care Center
Allette Vayda, Director of Operations, Child and Adult Care Food Programs
Debra Pasta, Program Manager, Child and Adult Care Food Program
Elke Moore, Administrative Services Assistant 3, Child and Adult Care Food Program
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

EXHIBIT

Verification of CACFP Independent Center Claim

Name of Agency: Gallatin Child Care Center - 00284

Review Month/Year: December 2019

Total Meal Reimbursement Received: \$3,313.34

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	19	19
Total Attendance	712	712
Number of Breakfasts Served	415	415
Number of Lunches Served	703	703
Number of Supplements Served	683	683
Number of Participants in Free Category	27	27
Number of Participants in Reduced-Price Category	15	15
Number of Participants in Paid Category	6	6
Total Number of Participants	48	48
Total Amount of Eligible Food Costs	XXXXXXXX	\$2,134.01
Total Amount of Eligible Food and Non-Food Costs	XXXXXXXX	\$8,163.97